

Notice No.: 00-001
Date: January 14, 2000
Applies to: PERS, LEOFF, WSPRS and JRS Employers
Subject: Members' Annual Statements and Sequencing Information

Members' annual statements coming in March

In March 2000, the Department of Retirement Systems (DRS) will mail employers the 1999 annual statements for active members of the Public Employees' Retirement System (PERS), Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF), Washington State Patrol Retirement System (WSPRS), and Judicial Retirement System (JRS). DRS appreciates your help in distributing these confidential statements to your employees.

The following account information appears on the annual statement:

- Service credit information for 1999 (the 1998—1999 school year, for PERS education members);
- Total service credit;
- The member's retirement contributions posted by DRS from January 1, 1999 through December 31, 1999, (which generally corresponds to contributions for the transmittal reporting periods from December 1998 through November 1999); and
- The total contributions and accumulated interest in the member's account as of December 31, 1999.

How to determine sequencing

The sequence control number determines sequencing. We will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names.

If you furnished us with your sequencing control number last year, the same number will be used again this year.

To add or update the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the new multiple record automated reporting layout, you may enter your sequencing information under the Employment Information Record in the Control No. Field and Organization Display Field.

Please refer to "Technical Requirements" on the DRS Web site

http://www.wa.gov/DRS/employer/emphb/ch08/tech_req.pdf, for instructions on reporting using the multiple record layout. All updates of sequencing information processed by **February 24, 2000**, will be used.

- **Diskette:** Please prepare a 3½" diskette according to the attached specifications.
- **Magnetic Tape:** Please prepare an IBM 360/370 compatible tape according to the attached specifications.

If you use a diskette or tape, please forward the attached specifications and the "Members' Annual Statements Sequence Request" form to your information services staff or service bureau to assist them in creating the diskette or tape. For examples of how you might sequence your statements, please see the attached specifications. The request form and the magnetic tape or diskette must be returned to us by **January 27, 2000**.

Questions?

Annual Statements are mailed to employers according to system (for example, all LEOFF annual statements are mailed before PERS annual statements). If you report for multiple systems, annual statements may arrive on different dates.

For questions about submitting the sequencing information or if you have not received the statements by March 31, 2000, please contact Employer Support Services at (360) 664-7200 or 1-800-547-6657. If there are members who do not receive a statement or have questions, please contact Retirement Services Division at (360) 664-7000 or 1-800-547-6657.

John F. Charles
Director

1999 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

Notice No.	Applies to/ Subject Matter
99-001	PERS, LEOFF, WSPRS and JRS Employers Members' Annual Statements and Sequencing Information
99-002	All Employers DRS is Moving to a New Location in January
99-003	All Employers Contribution Rate Changes
99-004	All Employers Summary of Legislation
99-005	Future SERS Employers Member Address Update
99-006	School District Employers HB 1761 and New Information Regarding Working after Retirement

SPECIFICATIONS FOR MEMBERS' ANNUAL STATEMENTS EMPLOYEE CONTROL NUMBER SEQUENCE

When you provide the Department of Retirement Systems (DRS) with either a magnetic tape or a diskette containing a control number for each member, DRS will list your reporting group's annual statements in ascending sequence by this control number. In the case of duplicate control numbers, minor sort sequence will be alphabetic by last name. The control number will be printed on the bottom of the annual statement. Please see the examples on the following pages.

If you choose to use magnetic tape, the tape must meet the following specifications:

1. Tape must be IBM 360/370 compatible.
2. Tape must be nine-track 1600 or 6250 BPI, EBCDIC.
3. External labels should indicate:
 - ~ Employer name
 - ~ Employer reporting group number (department number)
 - ~ "Member Annual Statements Information"
 - ~ Whether or not the tape contains machine-readable labels
4. If the tape has machine-readable labels, they must be followed by a tape mark.
5. Logical record length: 80 characters
6. Blocking factor: Five records per block
7. Physical block length: 400 characters
8. Record positions;
 - 01 — 06 Employer reporting group number (department number). Department number needs to left justified followed by zeros (Ex: C00500, 220500).
 - 07 — 15 Member's Social Security number
 - 16 — 21 Employer's special control number
 - 22 — 27 Organization information — optional (for display only)
 - 28 — 80 Blank

If you choose to use diskette, the diskette must meet the following specifications:

1. 3½" diskette
2. External labels should indicate:
 - ~ Employer name
 - ~ Employer reporting group number (department number)
 - ~ "Member Annual Statements Information"
 - ~ File name
3. File name format: DN999999 (DN and your employer reporting group number)

NOTE: Please be sure the file name is included. Diskettes with incorrect file names will be returned for correction.

4. Record length: 80 characters
5. IBM compatible text file (ASCII TEXT)
6. Record positions;
 - 01 — 06 Employer reporting group number (department number). Department needs to be left justified followed by zeros (Ex: C00500, 220500).
 - 07 — 15 Member's Social Security number
 - 16 — 21 Employer's special control number
 - 22 — 27 Organization information — optional (for display only)
 - 28 — 80 Blank

The following examples illustrate how you might configure your magnetic tape or diskette, and explain what the resulting sequence of your statements will be.

Example 1: In the following example, the employer sequenced the information by an optional organization code and then assigned unique control numbers. The control numbers and the optional, display-only organization code will appear at the bottom of the member's statements. DRS simply prints the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
901000	569629454	000001	02
901000	519702386	000002	02
901000	450821086	000003	02
901000	282266466	000004	02
901000	519702386	000005	03
901000	569629454	000006	03
901000	364452186	000007	04
901000	153629454	000008	04
901000	733502386	000009	04

Example 2: The following information was sequenced with duplicating control numbers. DRS will alphabetically sort items with the same control number by last name before printing the statements.

Reporting Grp. #	SSN	Control #	Org. Code
C00500	553746363	1A	none specified
C00500	274409430	1A	
C00500	534621021	1A	
C00500	533680578	1A	
C00500	423620575	2	2
C00500	537669562	2	
C00500	534444502	2	

Example 3: The following information was sequenced in terminal digit SSN order, with unique control numbers assigned to each member. DRS will simply print the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
220500	569620167	000001	none specified
220500	519700294	000002	
220500	482940311	000003	
220500	429160486	000004	
220500	398370514	000005	
220500	370461001	000006	
220500	915721047	000007	
220500	644522188	000008	

NOTE: If you have employees who are not listed on the tape or diskette and statements are printed for those employees, they will be given a control number of "000000." Those statements will be at the top of the stack of statements in alphabetic sequence by last name.

Diskettes **will be returned for correction** if they contain incorrect file names, are not in an IBM compatible text format (ASCII TEXT), or if the data is incorrectly formatted within the file.

Reviewing your file prior to sending it to DRS may help you to avoid incorrect information being sent to DRS which may delay the sequencing process. You can review your file in a DOS text editor to make sure it is in the correct format. For Windows users, you may also review your file in Notepad or a word processor such as WordPerfect or Microsoft Word. Your file should resemble the following using the previous examples.

Correctly Formatted

Example 1:

```
90100056962945400000102
90100051970238600000202
90100045082108600000302
90100028226646600000402
90100051970238600000503
90100056962945400000603
90100036445218600000704
90100015362945400000804
90100073350238600000904
```

Example 2:

```
C005005537463631A
C005002744094301A
C005005346210211A
C005005336805781A
C005004236205752
C005005376695622
C005005344445022
```

Example 3:

```
220500569620167000001
220500519700294000002
220500482940311000003
220500429160486000004
220500398370514000005
220500370461001000006
220500915721047000007
220500644522188000008
```

Incorrectly Formatted

```
90100056962945400000102          90100051970238600000202
          90100045082108600000302
90100028226646600000402          90100051970238600000503
          90100056962945400000603
90100036445218600000704          90100015362945400000804
          90100073350238600000904
```

Example 1:

```
22050056962945400000102  22050051970238600000202  22050045082108600000302
22050028226646600000402  22050051970238600000503  22050056962945400000603
22050036445218600000704  22050015362945400000804  22050073350238600000904
```

Example 2:

**WASHINGTON STATE
DEPARTMENT OF RETIREMENT SYSTEMS**

MEMBERS' ANNUAL STATEMENTS SEQUENCE REQUEST

To have members' annual statements run in employee control number sequence, you must provide all the information requested before DRS can process your request.

Employer Reporting Group (Department No.): _____

Employer Name: _____

Phone No.: (_____) _____

Contact Name: _____

To run member statements in employee control number sequence, the tape or diskette must meet the attached specifications and reach DRS by **January 27, 2000**.

☐ Tape information:

Tape ID Number _____

_____ 1600 BPI or _____ 6250 BPI

_____ Labeled or _____ Non-labeled

☐ Diskette

Mail this form and the tape or diskette by **January 27, 2000**, to the following address:

ATTN: Employer Support Services
State of Washington
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380